

**FINAL**



**WEARE BOARD OF SELECTMEN  
MEETING MINUTES  
December 15, 2008**

**PRESENT:** TOM CLOW, CHAIRMAN; RICHARD W. BUTT, SELECTMAN; KEITH R. LACASSE, SELECTMAN

**TOWN ADMINISTRATOR:** Fred Ventresco

**RECORDING SECRETARY:** Cherry Palmisano

**GUESTS:** Frank Campana, Craig Slattum, Will Ottery, George Malette, Jan Snyder, Mary Schmidt, Jack Munn, Steve Flanders, Paul Hague, Stephen Pope

**7:10 p.m. Chairman Clow called the meeting to order.**

**SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION** – Mr. Jack Munn said he would like to speak to the Board regarding the General John Stark Scenic Byway. Mr. Munn said the Byway Council consisting of Sherry Burdick, Wendy Clark, Heleen Kurk, George Malette and Fred Ventresco has held several meetings and had telephone conference calls with the state. Mr. Munn said the local communities of Weare, Goffstown, New Boston and Dunbarton are working with this ongoing plan. This document allows all the towns to come up with their vision of the scenic byway. The benefit of the scenic byway will free up federal monies and promote history and cultural values within the four communities. Mr. Munn said the advantage will be that it will become an economic benefit and a historical connection. Mr. Munn said he is here to ask the BOS for their support in the management plan which has to be turned into the federal highway agency by December 17, 2008. This does not require a public hearing. Chairman Clow asked if there is any financial obligation from the town for the All American Roads Designation. Mr. Munn said no. Mr. Munn said there may be some projects in the future for enhancements, marketing schemes, address safety issues of highways and intersections. Mr. Munn would like the support of the BOS and said the town of Dunbarton has approved it and New Boston is approving it tonight. Mr. Munn said tonight's meeting was advertised under SNHPC as a public hearing. They want the Board to approve the plan so that they can apply for the All American Roads Designation. Mr. Munn said local byways council is responsible for working within the 4 communities to specify needs.

Mr. Munn hopes that the public supports the plan. The plan does not state rules it is just a guideline and sets no restrictions on businesses. Mr. Munn hopes this scenic byway will actually bring people to the area. Selectman Butt asked about enhancements to the road, such as parking or a pull over. Selectman Butt asked about funding and asked how they get funds for support. Mr. Munn said once the All American Roads is approved then it opens the door for federal funding. Mr. Munn said there is no All American Road in the state of NH and this would be the first. It was discussed that billboards are the only restriction. Mr. Munn said whatever the town ordinances are that is how they will stay. Selectman Butt asked if it restricts what homeowners could do to their property. Mr. Munn said there are already restrictions in place. Selectman Lacasse asked what happens if a business or homeowner in that district wants to add on, does this restrict them. Mr. Munn said it is strictly a local decision. Mr. Munn said the road is already a state byway and they hope to increase tourism. Selectman Lacasse asked if there have been records kept to track tourism. Mr. Munn said they do try to keep track. Mr. Munn said events like the Old Home Day would be played up to attract people to town.

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Mr. George Malette said they do have letters of support from the Planning Board and the Conservation Commission.

Mr. Munn said the closest byway is in Hillsboro, it is a state byway not federal. Mr. Munn said this gives the town the ability to apply for federal funding programs. Selectman Butt asked who initiates the application. Mr. Munn said the byway council applies for the application. Mr. Munn said in the future for the byway council to apply for funding they need to come through the BOS. Selectman Butt is concerned with putting financial burdens on homeowners or businesses. Mr. Munn said this is Planning Board driven. The resolution is to be signed by the Chair but needs approval of the Board.

**Selectman Butt moved, Selectman Lacasse seconded to allow the Chairman to sign the Resolution of Support for the General John Stark Byway which allows them to apply for federal funding for the All American Roads Designation. Passed 3-0-0**

## MANIFESTS

**Chairman Clow moved, Selectman Butt seconded, to authorize the Board of Selectmen to sign Manifest and order the Treasurer or Deputy Treasurer to sign checks dated December 18, 2008. Passed 3-0-0**

Accounts payable	<b>\$494,531.08</b>	(Weare School \$350,000)
Gross Payrolls	<b><u>\$46,128.86</u></b>	(includes Spec Detail, Credit Union, Taxes)
Total	<b>\$540,659.94</b>	

**CABLE COMMITTEE** – Mr. Will Ottery gave the Board his letter of resignation, effective January 1, 2009, from the Cable Committee. Mr. Ottery told the Board he has given many years of service to the Cable Committee and it was time for him to retire. Mr. Ottery said their volunteer list keeps getting smaller and smaller and the Cable Committee has had several meetings to discuss bringing in a manager. Mr. Ottery feels they need to represent the town the best they can through the cable channel. They are looking at an individual who could fully run the cable channel. Selectman Butt told Mr. Ottery that he was the father of Weare TV. Selectman Butt said Mr. Ottery has tried to communicate with the town in a very unselfish way and thanked him for his time. Selectman Butt said without Mr. Ottery's efforts they wouldn't be where they are today and thanked him for his professionalism. Chairman Clow and Selectman Lacasse thanked Mr. Ottery for his service.

Mr. Craig Slattum said last year they did request an individual to run the cable channel. Mr. Slattum said last year they had 12 members and 1 alternate; they now have 6 members and 1 alternate. Mr. Slattum is asking for a warrant article to hire a part time cable manager. The Cable Equipment Fund has been funded by the cable franchise fees and is currently \$34,000 plus. Mr. Slattum said the 2007 revenue from the cable franchise fees was \$46,000 which went into the general fund. The cable franchise fees are now paid quarterly to the town and will be approximately \$60,000 this year. Mr. Slattum said the Cable Committee is requesting \$15,000 to hire a part time manager for the year and gave the BOS 3 different options for a warrant article. Mr. Slattum said he is requesting 50% of the cable franchise fee.

Selectman Butt said \$30,000 of the cable franchise fees from Comcast went to the town to be used for equipment. Mr. Slattum said yes, \$34,930 did go into the Cable Fund. Mr. Slattum said the franchise fees come from only those residents who have cable and when the franchise fees goes into the operating budget it benefits the whole town. Chairman Clow said the main purpose of this payment to the town for franchise fees is for the cable access and they use such a small percentage to improve public television. Mr. Slattum said he feels the town should make a commitment to provide better community cable access. Selectman Butt discussed cable and internet connections and combining the need for IT employee and cable personnel but is unsure of the number of hours. Mr. Ottery said in visiting with other cable stations within the state they determined 20 hours per week was a reasonable amount of time to maintain the cable channel. Mr. Ottery said volunteers are hard to come by and their time is limited to maintain the cable channel.

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Mr. Paul Hague said up until now WTC channel 6 has been run largely by volunteers, the mission of the Cable Committee is to oversee the cable channel, not to operate it. Mr. Hague said the station could be much more active in the community; they need someone available to operate, run and maintain the equipment. Mr. Hague said surrounding communities have hired professionals to run their community access channels. Selectman Butt said with the economic conditions facing the town today he is unsure of being able to take a portion of the \$60,000 from the cable franchise fees. Selectman Lacasse said the Cable Committee is asking the Board to place this request on the warrant. Mr. Ottery said the school should be set with equipment. It was discussed that 3,000 households have Comcast cable in town. Selectman Butt feels Channel 6 should be local and live programming.

Mr. Slattum said maybe the second option would be more feasible \$7,500 first year and \$15,000 the second year. Mr. Slattum said there has been a significant increase in the cable franchise fees. Chairman Clow said right now the money goes into the general fund. They could have a warrant article requesting the position. If the initial warrant article to create the position passes then it would be in the default budget as well.

Selectman Butt said they would have to look at the amount of hours to request in the warrant article.

Chairman Clow said they certainly recognize the need for the part time manager.

Selectman Butt discussed being able to view the video of the towns Highway Garage. Mr. Hague said he would see that they are given a copy.

**TOWN REPORT AND MAILER** – The Board discussed that Brothers Printing (originally Reundeau) did the Town Report and Mailer last year. Chairman Clow asked if the mailer takes into account that if there is a Finance Committee it is included. Mr. Fred Ventresco said it does.

**Selectman Lacasse moved, Selectman Butt seconded to award the bid for printing the 2008/2009 Town Report and Mailer to Bradshaw for \$7,259.00. Passed 3-0-0**

Bradshaw is located in Lebanon. Selectman Butt is concerned with the \$375 charge for a pdf file.

**BUDGET DISCUSSION** – Mr. Ventresco said that the Board of Fire Wards is meeting on Wednesday at 7:00 at the Safety Complex to discuss the Fire Department's Budget.

Selectman Lacasse said they discussed the default budget numbers for the first time on Saturday.

*Finance Administrator* – Mrs. Tina Connor said she is starting with the budget they are working from this year and then adding and subtracting contractual obligations to determine the default budget. There is no percentage to use to determine the default; it truly is the proposed budget plus or minus contractual obligations. Selectman Butt said there really is no difference between the operating and default; it is what is needed to run the town. Selectman Butt commented on the budget not having much padding. The Board discussed the overtime issue really busting the budget this year. Chairman Clow discussed having an approval process in place when a department's budget is below a certain percentage. Mrs. T. Connor said an approval process will not alleviate the overtime because you don't need approval for payroll. Selectman Butt discussed the overtime due to the second shift and needing coverage and the possibility of needing an additional officer. The Board discussed how hiring an additional officer wouldn't see a relief in overtime until the officer is out of the academy. Selectman Butt only sees eliminating the shift to eliminate the overtime.

Selectman Butt questioned office supplies for the Finance Administrator. Mrs. T. Connor said she moved money from one line to another. Selectman Butt said there is an \$800 difference between the default and the proposed. Chairman Clow said they have put nothing in for wage increases in any lines in the budget. Selectman Butt commented on the books, training and seminars line being \$800 and the default only \$10 and asked if they need the books and training or don't they. Mrs. T. Connor said there are 3 different classes and then the books are additional. Selectman Butt said they need to invest in important assets; employees. Selectman Butt is looking at the default budget being what they need.

*Town Clerk* – Reduction in seminars and office supplies. The cartridges are \$140 each and 14 are needed. The Board discussed E-registrations and the ease for residents; E-registration is not in the default.

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*Selectman's Office* - \$400 increase in training, seminars and mileage.

*Cable Committee* – Chairman Clow said they made changes, part of that was because equipment that was available through the cable fund. Combined repairs and services. Changed the equipment line to \$200, knowing there is money available in the Cable Equipment Fund.

*Trustees of the Trust Funds* – The Board recommends not making changes to this line.

*Land Use* – 2 lines that have higher default amounts than proposed. The Board discussed advertising notices and associated costs. Recording fees \$400 in default.

*Government Building* – Crossed out telephone and moved it to the Selectmen's Office. Electricity made adjustment to \$8,250 (Clinton Grove, Town Hall, Town Offices and Stone Building). Maintenance is budgeted for 20 hours per week; the actual is 15-19 per week. The Board discussed utilizing the custodian for 20 hours per week before requesting this becoming a full time position. Need to put in an equipment line to purchase vacuums, \$700.

*Rubbish Removal* – Mrs. T. Connor said this change is because the rubbish removal in this line has always been included in the South Weare Station and now it will not.

*Energy Fuel* – The energy fuel calculations are based on the following dollar figures: heating fuel \$3.00 a gallon, diesel \$4.00 a gallon, gasoline \$3.00 a gallon and propane \$2.30 a gallon.

*Insurances* – No change, just movement of a line.

*Cemeteries* – Mr. Ventresco said he has received 5 bids so far for mowing contracts.

*Advertising* – No changes.

*Police Department* – As submitted. The full time secretary \$28,620 and part time secretary \$16,000. Still need to determine custodial. The telephone default changed from \$14,600 to \$10,200. Computer equipment from \$4,000 to \$3,000. Fuel to \$36,000. Vehicle maintenance repairs - added tires to description and proposed to \$15,000 from \$18,000 and default to \$10,000.

*Emergency Management* – \$0 on miscellaneous

*Fire Department* – The Board discussed that all their questions should be cleared up at the meeting on Wednesday. Mrs. T. Connor said she did get some description questions answered to be more specific on vehicles. It was mentioned that the Capital Improvements Plan is down \$100,000 from last year. Mrs. T. Connor said the cost of the engine can be changed up to the Deliberative.

*Highway Department* – The Board is questioning the default for highway overtime. Mrs. T. Connor is going to separate the secretaries wages out from the crew wages. Chairman Clow said the discussion they had about overtime was that sometime in a passed Board cut their overtime and it ended up going into the lower number in the budget and is consistently overspent. Selectman Butt commented on a lot of money being born by the bridge bond. Mrs. T. Connor said the overtime would be a lot higher if it was not for the bridge bond. Chairman Clow said when Mr. Knapp was before the Board his overtime expenditures, not including the bridge, had already passed the \$50,000 mark. Chairman Clow said the overtime is almost exclusively plowing. Mrs. T. Connor said the actual overtime is \$52,500. The Board discussed the possibility of FEMA money. Chairman Clow said if they are going to change the line is \$50,000 even enough. Questions on heat and electricity and gas and fuel were recalculated based on the rate. Tires and chains were put into the default budget but did not put the cost increase of lubricants in the default. Tires and chains should be in default as well as vehicle maintenance, but Selectman Lacasse questions shop supplies. Selectman Butt said shop supplies are things like oil filters and things that are needed for vehicle maintenance. Chairman Clow said that Mr. Knapp has been commenting for years that his shop supplies have dwindled. Selectman Butt would like to leave it at \$15,000. Mrs. T. Connor said they are adding a line for the state inspection machine for \$500, which is required as of 2009. Mrs. T. Connor said oil and lubricants to be \$8,500 in proposed and in default. Vehicle maintenance \$55,000. Road side mowing is not in the default.

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*Street lighting* – Chairman Clow said it was brought to his attention that when the pole was moved in the East Street intersection it moved the street light and now the crosswalk is dark. It was discussed that street lights are town owned and cost \$14 per month/per street light for electric.

*Transfer Station* – There is a change in resource recovery which is now \$45.90 per ton. Selectman Butt feels the \$2,600 for tires for the trailer should be in the default.

*Sewer* – Electricity is in 2 different places; Mrs. T. Connor moved it.

*Animal Control* – Fuel will come out of the Police Department budget. Pagers will be zeroed as well.

*Health and Human Services* – Kept exactly the same. Discussed \$30,000 proposed and \$13,000 expended to date. Selectman Lacasse and Selectman Butt feel this line could be changed to \$20,000. Chairman Clow feels the line should be left alone. Mr. Ventresco said they are in the process of rewriting their ordinance regarding rents.

*Parks and Recreation* – Selectman Lacasse asked if they can zero out certain lines for the default budget. Exotic weed was moved into the wages per hour line.

*Ball Field Maintenance* – \$1,700 in the default

*Recreational Activities* – The Board discussed telling PARC not to expend funds this year which is why it shows no expenditure.

*Conservation Commission* – Mrs. T. Connor said they asked for the same as the proposed last year.

*Economic Development* – \$1,500 budget with nothing expended this year.

The Board said they still need to discuss the wage issue, have questions for the Fire Department and #2 heating still needs to be determined.

Selectman Butt feel's the wage increases should be a separate line item in the proposed budget. Chairman Clow feels there is a change in earlier discussions. Chairman Clow discussed differences between employee's performances. Selectman Butt feels it should be based on performance not just a given. Selectman Butt feels some employees just go through the motions and others interject and offer suggestions to save the town money or better idea on how something should work. Chairman Clow said its hard using public money to pool together enough money that actually moves people. Selectman Butt said it could be distributed evenly throughout the employees, although he prefers compensation based on merit. Selectman Butt said any employee in or entering into a union would not be eligible. It was discussed the Fire Department averaged out a 2.5% wage increase. Selectman Butt said Mrs. T. Connor put together a cost for 2.5% and 3.0% wage increase; not including the Police Chief or Town Administrator. Selectman Butt does not feel it would amount to more than \$30,000. Chairman Clow said last year they had a proposal that went before the voters that was pooled together and included all employees that was defeated. Chairman Clow said because it was a special warrant article and no means no, so there were no increases. Chairman Clow said the year before last the Board, prior to town meeting, voted to put it in the default and then decided against it at the last moment. That year they took money out of the default budget to give employees their increases and departments were told they had to find the increases within their budgets. Chairman Clow said the Benefit Review Committee worked on a wage scale for all employees and placed all employees on a step and they were going to implement the scale but it did not pass; steps did not match their seniority. Selectman Butt said that was the only time a wage increase was put on a separate warrant prior to that they were put into the default. Mrs. T. Connor said in prior years there was a step scale and DRA said that was considered a policy. Selectman Butt is in favor of a 5% increase in the proposed budget and 5% in the default as well. Selectman Butt feels employees are the town's most important asset.

It was discussed that Mrs. T. Connor will be adding the 5% wage increase into the Selectman's Office line just as a place holder.

## CORRESPONDENCE

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Mr. Ventresco asked if Mrs. T. Connor should attend the Board of Fire Wards meeting on Wednesday. Mrs. T. Connor said she would attend.

Mr. Ventresco asked about work being called off for the employees on Friday and asked the Board how they are going to pay the employees. The town has to pay the employees as a regular day.

Mr. Ventresco received an estimate of \$2,500 for the safety engineer to look over the Highway Garage. Mr. Ventresco said that Mr. Chip Meany feels while working with the electrician they can bring the garage up to code and make the building safe. Selectman Butt asked about the status of Mr. Knapp getting estimates for conceptual drawings for the Highway Garage. Mr. Knapp has the estimates. The Board will be meeting with the Board of Fire Wards on Wednesday and Mr. Ventresco will have the figures available for that meeting. If the Board gets a printout for Saturday they will meet again to discuss budgets. Chairman Clow said they also need to make firm decisions on CIP.

**Motion to adjourn at 11:50 p.m.**

## **ADJOURNMENT**

A True Record.

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Cherry Palmisano, Recording Secretary